



**President's Office**

**David T. Harrison, Ph.D.**  
PRESIDENT

**BOARD OF TRUSTEES**

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- Dr. Richard H. Owens, Vice Chair
- A. Lynne Bowman
- William J. Dolan
- Michael E. Flowers
- Anne Lopez-Walton
- Dianne A. Radigan
- Richard D. Rosen

**AGENDA**  
**BOARD OF TRUSTEES MEETING**  
Thursday, July 28, 2011  
Howard P. Grimes Board Room, Franklin Hall  
6:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Certification of Conformity with Section 121.22 (F) of the Ohio Revised Code
- IV. Approval of Minutes
- V. Communications/Recognitions
  - A. Susan Thomas, New Ex Officio Staff Member to the Board of Trustees
  - B. Jillian Woltz, New Student Ex Officio to the Board of Trustees
- VI. Consent Agenda
  - A. New Policy: Phased Retirement.....1
  - B. New Policy: Telecommuting .....4
  - C. Allocation of Deferred SSI Payment.....7
- VII. Preliminary Year-End Financial Statements as of June 30, 2011 .....9
- VIII. Personnel Information Items .....23
- IX. President's Report
  - A. Awards
  - B. Communications
  - C. Presentations/Reports

*COLUMBUS STATE COMMUNITY COLLEGE  
BOARD OF TRUSTEES AGENDA  
July 28, 2011  
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- X. Old Business
- XI. New Business
- XII. Public Participation
- XIII. Executive Session *(if needed)*
- XIV. Adjournment



# COLUMBUS STATE COMMUNITY COLLEGE

## BOARD ACTION

Date: \_\_\_\_\_

### **SUBJECT:**

New Policy: Phased Retirement

### **BACKGROUND INFORMATION:**

As a greater percentage of the college's work force becomes eligible to retire, the college faces a potential significant loss of institutional memory and experience. Many organizations face this same challenge as the baby boomers approach retirement age. The college is proposing to establish a new policy that would allow for the careful planning of a transition for employees in key positions who are preparing to retire, whose unplanned departure would have a significant impact on current or future college operations. Best practices show that the impact of a Phased Retirement program during which a thoughtful and direct transfer of knowledge, practice and experience can benefit both the college and the pending retiree. In such a program, pending retiree assists with the training and mentoring of his/her replacement as well as other junior supervisors and staff. In addition, much of the history of the college is preserved through such a phased process. The design of a Phased Retirement program allows for a measured transition for the retiree with a decreasing role and time commitment.

An additional short-term benefit of the policy is that it could be used in conjunction with the Voluntary Cash Separation Incentive that the Board has already approved to allow for key employees to complete critical assignments.

Not every retiring employee is considered a key employee. The decision regarding key employees is subject to approval by the President.

### **RECOMMENDATION:**

That the Board of Trustees approves the Phased Retirement policy as proposed.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURE MANUAL

PHASED RETIREMENT  
POLICY  
PAGE 1 OF 2

Effective: \_\_\_\_\_

(NEW)

**(1) PURPOSE**

TO ESTABLISH A PROGRAM THAT PLANS THE EXIT STRATEGY OF IDENTIFIED KEY EMPLOYEE(S)/POSITIONS THAT BALANCE THE NEEDS OF BOTH THE COLLEGE AND THE EMPLOYEE BEFORE THEY DECIDED TO LEAVE THE COLLEGE OR RETIRE. THE PROGRAM ALLOWS THE COLLEGE TO PROTECT AGAINST UNPLANNED LOSS OF INSTITUTIONAL EXPERTISE AND PROVIDES THE OPPORTUNITY TO TRANSFER THAT KNOWLEDGE TO OTHER INDIVIDUALS OR SOURCES. IN ADDITION, THE PROGRAM WILL ALLOW THE COLLEGE TO PROVIDE STABILITY WITHIN DEPARTMENTS BY RETAINING IMPORTANT KNOWLEDGE AND COMPETENCIES OF LONG TERM EMPLOYEES WHILE ALSO PROVIDING MENTORING AND TRAINING OF NEW OR JUNIOR EMPLOYEES.

**(2) DEFINITION**

AN EMPLOYMENT ARRANGEMENT DESIGNED TO ALLOW AN EMPLOYEE WHO IS APPROACHING RETIREMENT AGE OR YEARS OF SERVICE TO CONTINUE WORKING AT THE COLLEGE WITH A MODIFIED OR REDUCED WORKLOAD AND EVENTUALLY TRANSITION FROM FULL-TIME WORK TO FULL-TIME RETIREMENT. THE PHASED RETIREMENT PROGRAM ("PRP") MAY INCLUDE PRE-RETIREMENT ACTIVITIES SUCH AS BUT NOT LIMITED TO:

- GRADUAL REDUCTION IN DUTIES
- CHANGE IN DUTIES/ROLE
- MENTORING OF A REPLACEMENT
- MODIFIED WORK HOURS OR DAYS

**(3) ELIGIBILITY REQUIREMENTS**

- MUST HOLD A KEY POSITION AS DESIGNATED BY THE PRESIDENT/DESIGNEE;
- FULL-TIME EMPLOYEE;
- MUST HAVE AT LEAST 5 YEARS OF CONTINUOUS SERVICE AT CSCC;
- MUST BE ELIGIBLE TO RECEIVE RETIREMENT BENEFITS THROUGH ANY OF THE STATE SYSTEMS OR ARP.

**(4) DURATION OF PHASED RETIREMENT PARTICIPATION**

PHASED RETIREMENT MAY CONTINUE FOR A PERIOD OF UP TO THREE (3) YEARS. THE REDUCED WORK SCHEDULE SHALL NOT BE LESS THAN 50% OF FULL-TIME WORK SCHEDULE.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURE MANUAL

PHASED RETIREMENT  
POLICY  
PAGE 2 OF 2

Effective:

**(5) SALARY AND BENEFITS**

- SALARY DURING PRP WILL BE BASED ON THE PARTICIPANT'S RATE AT THE BEGINNING OF THE PROGRAM AND DETERMINED BY THE PERCENT TIME OF APPOINTMENT.
- GROUP INSURANCE WILL BE AVAILABLE TO THE EXTENT PROVIDED BY CURRENT COLLEGE POLICY.
- THE COLLEGE'S CONTRIBUTION TO LIFE INSURANCE WILL CONTINUE WHILE UNDER PRP.
- LEAVE TIME WILL ACCRUE ON A PRO-RATED BASIS DETERMINED BY THE PERCENTAGE OF TIME WORKED WHILE IN THE PROGRAM.

THE FOLLOWING BENEFITS WILL BE DETERMINED ON A CASE BY CASE BASIS:

- SABBATICAL LEAVE
- TUITION REIMBURSEMENT
- PROFESSIONAL DEVELOPMENT

**(6) SPECIAL TERMS AND CONDITIONS**

- ALL PHASED RETIREMENT AGREEMENTS WILL BE REDUCED TO WRITING AND MAINTAINED IN THE HUMAN RESOURCE OFFICE.
- SHOULD A FACULTY MEMBER BE ACCEPTED INTO THE PRP, THEY MUST FORFEIT TENURE.
- EMPLOYEES WHO ARE COVERED BY AN EMPLOYMENT CONTRACT MAY HAVE TO MODIFY THE CONTRACT TO MEET THE JOINT NEEDS OF THE PRP.
- PARTICIPANTS WILL BE SUBJECT TO THE REGULAR APPRAISAL SYSTEM AND ELIGIBLE FOR THE ANNUAL INCREASE UNDER THAT SYSTEM, WHICH MAY BE PRORATED FOR THE PERCENT OF FULL-TIME WORK LOAD.
- PARTICIPATION IN THE PRP IS NOT AN ENTITLEMENT OR A RIGHT AUTOMATICALLY AVAILABLE TO ALL EMPLOYEES WHO MEET THE ELIGIBILITY CRITERIA, BUT IS SUBJECT TO ADMINISTRATIVE APPROVAL.

**(7) PROCEDURES**

THE PRESIDENT WILL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.



# COLUMBUS STATE COMMUNITY COLLEGE

## BOARD ACTION

Date: \_\_\_\_\_

**SUBJECT:**

New Policy: Telecommuting

**BACKGROUND INFORMATION:**

In order to more effectively address the current and future challenges/goals of Columbus State, the college is proposing the establishment of a Telecommuting Policy. Telecommuting is generally considered to be a working arrangement that allows an employee to work from a remote site, usually the employee's home.

Throughout the country employers are increasing employing this telecommuting as it has proven to be valuable to both the employer and its employees. Implemented with the organization's goal and objectives as a foremost consideration, telecommuting can provide work flexibility, space conservation, new recruitment and retention opportunities, and can yield cost savings for the college.

Not every position in the workplace is suited to a telecommuting work arrangement. Prior to all telecommuting assignments, an assessment is performed and a written understanding about the telecommuting arrangement is agreed upon between the employer and the employee, with the option to undo the arrangement if it proves unworkable.

**RECOMMENDATION:**

That the Board of Trustees approves the Telecommuting Policy as proposed.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICIES AND PROCEDURES MANUAL

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TELECOMMUTING  
POLICY NO. 3 -  
PAGE 1 of 2

Effective: \_\_\_\_\_

(NEW)

(1) INTRODUCTION

COLUMBUS STATE COMMUNITY COLLEGE RECOGNIZES THE NEED FOR FLEXIBILITY AND ALTERNATIVE WORK ARRANGEMENTS FOR ELIGIBLE EMPLOYEES. TELECOMMUTING IS ONE SUCH OPTION AMONG THE COLLEGE PRIORITIES THAT NOT ONLY PROMOTES EMPLOYEE PRODUCTIVITY, WORK/LIFE BALANCE, AND ADDRESSES ISSUES OF SCARCE OFFICE SPACE, BUT IS GOOD FOR THE ENVIRONMENT AND SOCIETY IN GENERAL.

TELECOMMUTING SUPPORTS THE COLUMBUS STATE COMMUNITY COLLEGE SUSTAINABILITY INITIATIVE BY REDUCING ENERGY CONSUMPTION, LOWERING FUEL COSTS, AND LESSENING TRAFFIC CONGESTION AND POLLUTION WITH FEWER CARS ON THE ROAD. A TELECOMMUTING ARRANGEMENT IS NOT AVAILABLE FOR ALL EMPLOYEES, BUT IS ONLY AVAILABLE TO THOSE EMPLOYEES WHOSE JOB DUTIES AND RESPONSIBILITIES CAN BE SUCCESSFULLY PERFORMED OFFSITE OR AT A REMOTE LOCATION.

(2) DEFINITION

TELECOMMUTING IS A WORK ARRANGEMENT IN WHICH SOME OR ALL OF THE WORK IS PERFORMED AT AN OFF-CAMPUS WORK SITE SUCH AS THE HOME OR IN OFFICE SPACE NEAR THE HOME. TELECOMMUTING IS AN ALTERNATIVE METHOD OF MEETING THE NEEDS OF COLUMBUS STATE COMMUNITY COLLEGE AND ELIGIBLE EMPLOYEES.

(3) AUTHORITY

ADMINISTRATORS OR THEIR DESIGNEES HAVE THE AUTHORITY AND RESPONSIBILITY TO ESTABLISH TELECOMMUTING ARRANGEMENTS, AND ARE ENCOURAGED TO CONSIDER ALL REASONABLE REQUESTS. HOWEVER, ARRANGEMENTS SHOULD BE AUTHORIZED ONLY WHEN IT IS IN THE BEST INTEREST OF COLUMBUS STATE COMMUNITY COLLEGE AND WHERE WORK CAN BE DOCUMENTED EASILY.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICIES AND PROCEDURES MANUAL

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TELECOMMUTING  
POLICY NO. 3 -  
PAGE 2 OF 2

EFFECTIVE:

**(4) ELIGIBILITY**

NON-BARGAINING UNIT EMPLOYEES MAY BE ELIGIBLE FOR TELECOMMUTING AS A WORK ALTERNATIVE. EMPLOYEES MAY BE APPROVED ON A SUITABILITY BASIS AND AN EVALUATION OF THEIR MANAGER'S ABILITY TO MANAGE REMOTE EMPLOYEES. A SIGNED TELECOMMUTING WORK AGREEMENT MUST BE ON FILE WITH HUMAN RESOURCES PRIOR TO TELECOMMUTING.

GENERALLY TO BE ELIGIBLE, AN EMPLOYEE MUST HAVE:

- SATISFACTORILY COMPLETED THEIR PROBATIONARY PERIOD;
- A HISTORY OF RELIABLE AND RESPONSIBLE PERFORMANCE OF DUTIES;
- AND, NO PENDING DISCIPLINARY ACTION.

**(5) COMPENSATION**

THE EMPLOYEE'S COMPENSATION, BENEFITS, WORK STATUS, AND WORK RESPONSIBILITIES WILL NOT CHANGE DUE TO PARTICIPATION IN THE TELECOMMUTING PROGRAM. THERE SHALL BE NO ADDITIONAL PAY FOR TELECOMMUTING NOR SHALL MILEAGE BE PAID FOR TRANSPORTATION BETWEEN AN

EMPLOYEE'S TELECOMMUTING SITE AND COLUMBUS STATE COMMUNITY COLLEGE CAMPUSES/SITES. THE AMOUNT OF TIME THE EMPLOYEE IS EXPECTED TO WORK PER DAY OR PAY PERIOD WILL NOT CHANGE AS A RESULT OF PARTICIPATION IN THE TELECOMMUTING PROGRAM.

**(6) TERMINATION OF AGREEMENT**

THE AVAILABILITY OF TELECOMMUTING AS A FLEXIBLE WORK ARRANGEMENT FOR EMPLOYEES OF COLUMBUS STATE COMMUNITY COLLEGE CAN BE DISCONTINUED AT ANY TIME AT THE DISCRETION OF THE COLLEGE. EVERY EFFORT WILL BE MADE TO PROVIDE 30 DAYS NOTICE OF SUCH A CHANGE TO ACCOMMODATE COMMUTING, CHILD CARE AND OTHER CIRCUMSTANCES THAT MAY ARISE FROM SUCH A CHANGE. THERE MAY BE INSTANCES, HOWEVER, WHERE NO NOTICE IS POSSIBLE. A TELECOMMUTER'S FAILURE TO FULFILL BOTH QUALITATIVE AND QUANTITATIVE WORK REQUIREMENTS WHILE WORKING UNDER A TELECOMMUTING AGREEMENT, MAY BE CAUSE FOR DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

**(7) PROCEDURES**

THE PRESIDENT WILL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.





# COLUMBUS STATE COMMUNITY COLLEGE

## BOARD ACTION

Date: \_\_\_\_\_

### SUBJECT:

Allocation of Deferred SSI Payment

### BACKGROUND INFORMATION:

In September 2010, the Ohio Board of Regents advised institutions of higher education that payment of a significant portion of each institution's June 2011 State Share of Instruction (SSI) subsidy would be deferred into the new biennium. The deferral was commonly referred to as a "planned lapse." For Columbus State, the deferred payment totaled \$4.1 million. Columbus State adjusted its operating budget at mid-year (January 2011) and excluded this amount from its projected SSI allocation.

Through May 2011 state revenues in FY11 were exceeding estimates and on June 10, 2011, in his monthly financial report to the Governor, the Director of the Office of Budget and Management confirmed that SSI payments would be distributed in full in FY11. The College's full subsidy payment was received in June 15, 2011, including the \$4.1 million planned lapse.

*One-Time Compensation.* Due to budget uncertainties, the College's FY12 operating budget did not include an increase in base salary for full-time and part-time non-union staff and administrators. However, in recognition of the work our employees put into serving the academic and student support needs of an increasing number of students, a one-time compensation is proposed for the college's non-union staff and administrators who met performance expectations for the period July 1, 2010 through June 30, 2011.

Full-time employees who met performance expectations will receive a one-time compensation of \$2,000, and part-time employees who met performance expectations will receive a one-time compensation of \$1,000.

Compensation adjustments for employees in bargaining units are governed by contract.

*Capital Improvements.* As the State's resources for facilities through its capital improvement allocations become increasingly scarce, the College will need to assume additional responsibilities for maintaining its facilities and for building new facilities as necessary. Toward that end, resources must be set aside in anticipation of those needs.

**RECOMMENDATION:**

That the Board of Trustees authorizes one-time compensation for full-time and part-time non-union staff and administrators as proposed.

That the Board of Trustees allocates the \$4.1 million received on June 15, 2011 as follows:

- \$2.3 million for one-time compensation, and
- \$1.8 million to the Capital Improvements and Land Acquisition strategic reserve account

That the Board of Trustees authorizes \$125,000 in unallocated funds in the Auxiliary Fund for one-time compensation.

# Columbus State Community College



## Board Action

Date \_\_\_\_\_

### **SUBJECT:**

Preliminary year-end financial statements as of and for the year ended, June 30, 2011.

### **BACKGROUND INFORMATION:**

Columbus State Community College policy requires that monthly the President provide each Board of Trustees member a copy of the college's financial statements.

### **RECOMMENDATION:**

That the preliminary year-end financial statements as of and for the year ended, June 30, 2011, be accepted as presented.



550 East Spring Street  
P.O. Box 1609  
Columbus, Ohio 43216-1609  
614/287-2400

**TO:** Board of Trustees  
**FROM:** Dr. David T. Harrison, President  
**DATE:** July 15, 2011  
**SUBJECT:** Preliminary Year-End Financial Statements as of June 30, 2011

Attached are the preliminary financial statements of Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the year ended June 30, 2011.

**1. General Fund**

These financial statements include comparisons of actual-to-date compared to the Revised FY11 Budget approved by the Board in January.

• **Enrollment**

<u>Quarter</u>	<u>Budgeted Headcount</u>	<u>Headcount</u>	<u>Actual Increase/ Decrease</u>	<u>Actual FY 10 FTEs</u>	<u>FY 11 FTEs</u>	<u>% Variance</u>
Summer 2010	16,845	18,817	11.7%	9,533	10,838	13.7%
Autumn 2010	29,447	30,513	3.6%	18,882	20,104	6.5%
Winter 2011	29,960	29,677	-0.9%	18,654	19,216	3.0%
Spring 2011*	29,929	29,305	-2.1%	18,321	18,649	1.8%

\*Preliminary headcounts and FTEs

• **Revenues** (Exhibit B)

Total operating revenues through June 2011 are \$157,331,536, 5.4% higher than the same period last year. This is directly related to higher-than-budgeted tuition revenue for summer and autumn quarters due to increased enrollment, reserve funding for the first year of Delaware campus operations, and additional SSI.

• **Expenditures** (Exhibit B)

Total operating expenditures (before transfers) are \$137,559,714 for the period, or 9.8% higher than the same period last year. These expenditures are consistent with increased expenses budgeted for new faculty and staff at both the Columbus and the Delaware campuses, and operating and marketing costs associated with the Delaware Campus.

- **Projected Net Income** (Exhibit B)

Operating net income is tracking at just over \$8.3M, of which \$4.1M is the “planned lapse” that was received on June 15, 2011. Because state revenues exceeded estimates, the state was able to disburse the full June payment. Fiscal year-end adjustments including depreciation expense, invoices paid in July for FY 11 expenses, and payroll accruals will reduce actual net income by a yet-to-be-determined amount. Also, non-operating expenses (such as the board initiatives) are not included on Exhibit B but are FY 11 expenses that reduce projected year end net income for accounting and auditing purposes.

2. **Auxiliary Fund** (Exhibit D)

For the period ending June 2011, the Auxiliary Fund's revenues were approximately 1% less than the same period last year. Revenues for the Child Development Center in FY 11 were lower than last year due to the expiration of a federal grant that subsidized child care for students and an increasing trend of lower reimbursements from third-party payers due to low rates of attendance of enrolled children. New program and service delivery options are being actively considered at this time. While revenues for the bookstore are flat compared to last year, expenses are down 7%. Overall expenditures for the Auxiliary Fund are down 2% compared with last year. Projected net income is tracking at \$390,173, approximately 7% less than budgeted.

3. **President's Discretionary Fund** (Exhibit F)

The President's Discretionary Fund has a cash balance of \$18,842 at June 30, after disbursements of \$1,715, including \$556 accrued from June 30, 2010.

4. **Foundation** (Exhibits G and H)

Foundation contributions through June are \$615,198 compared to \$644,154 through June of last year. This year's final contribution amount includes a June adjustment for funds previously recorded as revenue that were determined to be royalties owed to the authors. Investment income decreased for the month by \$59,475. Management and general expenditures are \$177,895 comparable to \$146,209 through the same period last year. Payments for the Inauguration Events and the Consultant hired by the Foundation account for the increase in management and general expenses. Through the month of June, the College has supported the operations of the Foundation in the amount of \$401,745, compared to \$402,078 at the same time last year.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 37.06 % currently invested in STAROhio and other money markets, with the balance in federal agencies.

**COLUMBUS STATE COMMUNITY COLLEGE**  
**BALANCE SHEET AT JUNE 30, 2011**  
 With Comparative Figures at June 30, 2010

EXHIBIT A

<u>Assets</u>	June 30, 2011	June 30, 2010	<u>Liabilities and Fund Balance</u>	June 30, 2011	June 30, 2010
<b>Current Funds</b>			<b>Current Funds</b>		
<b>Unrestricted</b>			<b>Unrestricted</b>		
Educational and general			Educational and general		
Cash	\$ 15,126,837	\$ 6,336,803	Accounts payable	\$ 6,585,829	\$ 4,787,847
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))			Deferred income		
Accounts receivable, net of allowance for doubtful accounts	139,153,242	139,160,150	Student tuition	15,837,604	14,429,589
Interest receivable	21,366,587	2,284,150	Lab fees and credit bank	845,271	980,679
Prepaid expense	-	-	Due to auxiliary funds	-	-
Net Investment in Golf Course	143,588	373,666	Due to restricted funds	-	-
Due from agency funds			Due to plant funds	8,703,383	6,282,606
Due from auxiliary funds	513,065	1,480,832	Due to agency funds	20,427,617	-
Total educational & general	\$ 176,303,319	\$ 150,040,685	Fund balances (Exhibit C):		
<b>Auxiliary enterprise</b>			Allocated	88,754,687	83,544,873
Cash	\$ 1,948,026	\$ 513,305	Unallocated	35,148,928	40,015,091
Investments	6,551,668	7,225,549	Total fund balances	123,903,614	123,559,964
Accounts receivable	1,055,549	845,603	Total educational & general	\$ 176,303,319	\$ 150,040,685
Inventories, at cost as defined (note 2)	2,198,239	1,703,423	<b>Auxiliary enterprise</b>		
Other Assets	357,358	280,626	Accounts payable	\$ 1,168,762	\$ 729,247
Due from general fund			Due to educational & general fund	513,065	405,084
Due from grant funds	3,117	360,330	Fund balances (Exhibit D):		
Total auxiliary enterprise	12,113,957	10,928,836	Allocated	250,000	250,000
Total unrestricted	\$ 188,417,276	\$ 160,969,521	Unallocated	10,182,130	9,544,505
<b>Restricted</b>			Total fund balances	10,432,130	9,794,505
Cash	\$ -	\$ -	Total auxiliary enterprise	12,113,957	10,928,836
Due from educational & general fund	-	-	Total unrestricted	\$ 188,417,276	\$ 160,969,521
Total restricted	-	-	<b>Restricted</b>		
Total current funds	\$ 188,417,276	\$ 160,969,521	Due to general fund	\$ -	\$ -
	(A)	(B)	Fund balances		
			Unallocated	-	-
			Total restricted	-	-
			Total current funds	\$ 188,417,276	\$ 160,969,521
				(C)	(D)

(See accompanying summary of significant accounting policies and notes to financial statements)

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE**  
**EXHIBIT A**  
**BALANCE SHEET AT JUNE 30, 2011**  
**(Continued)**  
 With Comparative Figures at June 30, 2010

	June 30, 2011	June 30, 2010	June 30, 2011	June 30, 2010
<b>Assets</b>				
<b>Plant funds</b>				
Unexpended				
State appropriations receivable	-	-		
Capital Improvement Fund	3,084,568	2,442,874	3,084,568	2,442,874
Total unexpended	3,084,568	2,442,874	3,084,568	2,442,874
Cash from Bond Proceeds		17,566		
Deposit with trustees		-		
Due from general fund	8,703,383	6,282,606		
Land	29,235,190	29,235,190		
Improvements other than buildings	11,610,588	6,866,985		
Buildings	140,438,064	123,870,034		
Movable equipment, furniture and library books	48,210,382	44,439,980		
Construction-in-progress	713,493	12,185,371		
Other Assets	278,095	265,716		
Less: accumulated depreciation	(68,438,773)	(62,611,684)		
Total investment in plant	170,773,278	160,551,764		
Total plant funds	173,857,846	162,994,638		
<b>Agency funds</b>				
Cash				
Due from agencies	451,994	2,041,618		
Due from general fund	20,427,617	-		
Total agency funds	20,879,611	2,041,618	20,879,611	2,041,618
	[A]	[B]	[C]	[D]
<b>Liabilities and Fund Balance</b>				
<b>Plant funds</b>				
Unexpended				
Fund balances				
Restricted				
Total unexpended				
Investment in plant:				
Interest payable				
Capital lease payable				
Accounts payable				
Bonds payable				
Deferred Gift Annuity				
Net investment in plant				
Total investment in plant				
Total plant funds				
<b>Agency funds</b>				
Deposits held in custody for others				
Due to educational and general fund				
Total agency funds				

(See accompanying summary of significant accounting policies and notes to financial statements)

**EXHIBIT B**  
**COLUMBUS STATE COMMUNITY COLLEGE**  
**OPERATIONAL BUDGET COMPARISON**  
**FOR THE TWELVE MONTHS ENDED JUNE 30, 2011**  
**With Comparative Figures at June 30, 2010**

	FY 11		FY 10		FY 11 Projected Year End			
	Revised Budget as approved January 2011	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2010	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Projected FY 11 Year End Budget	Projected % of Budget
<b>Revenues</b>								
<b>Appropriations</b>								
Subsidy*	\$ 59,591,744	\$ 54,375,267	91.25%	\$ 62,168,736	\$ 53,265,704	85.68%	\$ 54,375,267	91.25%
SSI - Stimulus	-	9,277,688	-	-	8,903,032	-	9,277,688	0.00%
Access Challenge	-	-	-	-	-	-	-	-
Jobs Challenge	-	-	-	-	-	-	-	-
Delaware - Transfer In	2,647,157	2,162,027	81.67%	1,311,043	251,002	-	2,647,157	100.00%
	62,238,901	65,814,982	105.75%	63,479,779	62,419,738	98.33%	66,300,112	106.53%
<b>Student</b>								
Tuition	86,601,524	84,625,053	97.72%	78,583,740	80,277,572	102.16%	84,625,053	97.72%
Fees	5,741,427	4,929,390	85.86%	5,350,420	5,204,135	97.27%	4,929,390	85.86%
Special courses	1,551,758	1,366,187	88.04%	500,000	862,708	172.54%	1,490,385	96.04%
	93,894,709	90,920,630	96.83%	84,434,160	86,344,415	102.26%	91,044,828	96.96%
<b>Contracted Services</b>								
Net	255,585	521,843	204.18%	255,585	292,219	114.33%	575,000	224.97%
	255,585	521,843	204.18%	255,585	292,219	114.33%	575,000	224.97%
<b>Other</b>								
Miscellaneous	250,000	74,081	29.63%	250,000	230,004	92.00%	75,000	30.00%
	250,000	74,081	29.63%	250,000	230,004	92.00%	75,000	30.00%
Total revenues	156,639,195	157,331,536	100.44%	148,419,524	149,286,376	100.58%	157,994,340	100.87%
<b>Operating Expenditures</b>								
Educational & general (Instructional)*	84,282,272	80,608,080	95.64%	79,202,176	73,516,969	92.82%	82,627,969	98.04%
ERC	2,082,580	2,070,370	99.41%	1,800,336	1,730,605	96.13%	2,082,580	100.00%
General*	12,161,068	11,065,978	91.00%	11,393,334	9,919,826	87.07%	11,386,343	93.63%
Information Technology	12,501,282	11,504,576	92.03%	12,176,666	10,657,750	87.53%	11,983,933	95.86%
Student Services	11,694,596	10,867,137	92.92%	10,804,703	10,008,958	92.64%	11,319,934	96.80%
Operation and maintenance of plant	14,321,439	12,686,867	88.59%	12,680,986	11,357,853	89.50%	13,215,486	92.28%
Administration*	8,322,746	7,207,887	86.60%	7,739,646	6,505,939	84.06%	7,808,544	93.82%
Transfer for debt service	1,548,819	1,548,819	100.00%	1,548,819	1,548,819	100.00%	1,548,819	100.00%
	146,914,802	137,559,714	93.63%	137,356,666	125,246,719	91.19%	141,973,608	96.64%
<b>Non-operating &amp; Encumbered</b>								
Transfer for equipment and replacement*	4,158,000	See Exhibit C		2,200,000	See Exhibit C		4,158,000	100.00%
Transfer for Semester Conversion	4,000,000	-		-	-		4,000,000	N/A
Transfer for scholarships	155,072,802	137,559,714	88.71%	139,556,666	125,246,719	89.75%	150,131,608	96.81%
Total expenditures and transfers	1,566,392	19,771,821	N/A	8,862,858	24,039,657	N/A	7,863,331	N/A
Operational revenues								
Interest Income	\$ 1,566,392	\$ 519,825		\$ 8,862,858	\$ 1,020,360		\$ 519,825	
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]
Total revenues	1,566,392	20,291,646	1295.44%	8,862,858	25,060,017	282.75%	8,383,156	535.19%
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]

\*Transfer between operating and non-operating for Captioning Equipment and other equipment replacement.



**COLUMBUS STATE COMMUNITY COLLEGE**  
**STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT**  
**EDUCATIONAL AND GENERAL FUNDS**  
**FOR THE TWELVE MONTHS ENDED JUNE 30, 2011**

EXHIBIT C

	Balance at June 30, 2010	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at June 30, 2011
Unrestricted Allocated						
Capital Improvements & Land Acquisition	\$ 14,796,777	\$ -	-	(9,939,570)	-	4,857,207
Carpet/Furniture Reupholstering	35,874	-	-	200,000	(152,431)	83,443
Bolton Field Site Analysis	33,883	-	-	-	-	33,883
Eibling Hall Renovations (CCPC) and Lobby	23,082	-	-	-	-	23,082
Space Efficiency Upgrades	4,647,449	-	-	-	(692,471)	3,954,978
Project Planning	108,375	-	-	100,000	(69,036)	139,339
Union Hall Renovation	6,550,430	-	-	8,649,570	(394,937)	14,805,063
Site Development Delaware Campus	2,944,470	-	-	-	(434,983)	2,509,487
Bookstore/DX Modifications	297,469	-	-	-	(8,445)	289,024
Facilities Infrastructure Improvements	71,510	-	-	-	(34,067)	37,443
Delaware Hall Renovation	3,099	-	-	-	-	3,099
Parking Capacity	-	-	-	440,000	(400,313)	39,687
145-149 Cleveland Avenue Purchase	-	-	-	550,000	(537,381)	12,619
Capital Equipment	4,886,031	-	3,600,000	558,000	(3,997,401)	5,046,630
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	63,252	-	-	-	-	63,252
Budget/Tuition Stabilization	18,420,499	-	4,336,488	-	-	22,756,987
Accumulated Lab Fees	1,246,343	-	-	-	-	1,182,963
Broadbanding	252,234	-	-	-	(63,380)	223,832
Think Again Scholarship	3,172,594	-	-	-	(28,402)	6,011,145
Teaching and Learning Initiatives	4,893,851	-	5,000,000	-	(2,161,449)	8,795,889
Strategic Growth Initiatives	2,500,000	-	5,500,000	-	(1,597,962)	2,500,000
Technology Initiatives	2,768,874	-	-	-	-	2,496,745
Human Capacity Development/Wellness	450,160	-	-	-	(272,129)	372,493
Campus Safety Initiatives	1,612,159	-	-	-	(77,667)	1,457,956
Energy Efficiency/Sustainability Initiatives	3,651,453	-	-	-	(154,203)	3,129,784
Delaware Campus Operations	5,136,111	-	-	-	(521,669)	2,966,619
Health Care Self-Insurance Escrow	1,278,018	-	-	(2,162,027)	(7,465)	1,023,018
Health Care HSA Incentive	994,188	-	-	-	(255,000)	680,441
Self-Insured Workers Compensation Benefits	167,500	-	-	-	(313,747)	152,500
Voluntary Separation Incentive Plan	-	-	2,000,000	-	-	2,000,000
Partnerships for Student Success	-	-	500,000	-	-	500,000
PERFORMS	500,000	-	-	-	(227,009)	272,991
Unallocated	81,838,773	-	20,936,488	(1,604,027)	(12,416,547)	88,754,687
Total General Fund	\$ 117,331,116	\$ 6,572,498	(20,936,488)	1,604,027	12,416,547	\$ 35,148,928
	[A]	[B]	[C]	[D]	[E]	[F]

EXHIBIT C-1

COLUMBUS STATE COMMUNITY COLLEGE  
BOND FUNDED PROJECTS  
FOR THE TWELVE MONTHS ENDED JUNE 30, 2011

	Bond Proceed Allocation	Proceeds Budget	Prior Budget Reallocations **	Budget Reallocation 2011 ***	Proceeds Expended To Date	Bond Proceeds Encumbered	Available to Spend	
	\$	\$	\$	\$	\$	\$	\$	(1) - (26)
Refunding 1993 Bonds	3,445,000	3,445,000			3,445,000			(1)
Bookstore	7,000,000	7,000,000	706,227	3,408	7,709,635			(2)
Facilities	3,400,000							(3)
Aquinas Hall*		1,631,673	(88,521)	588	1,538,816			(4)
366/370 N. Grant*		1,760,304	(51,066)		1,709,238			(5)
Unallocated		8,022	(8,022)					(6)
Child Development Center	3,000,000	3,000,000	(891,666)	(108,124)	1,999,698			(7)
Columbus Campus Facility Projects								(8)
356 N. Grant			158,931	(8,953)	167,932			(9)
Madison Hall			62,913	6,076	68,989			(10)
Rhodes Hall			27,979		27,979			(11)
Franklin Hall Suite Efficiencies			80,950	2,800	83,750			(12)
Planning			100,000	409	100,409			(13)
TRIO			67,500	432	67,932			(14)
Student Life/Judicial			48,000	(3,284)	44,716			(15)
K-12 Move			20,000	(20,000)				(16)
Cisco Lab			65,000	(16,289)	48,711			(17)
339 Cleveland Avenue			32,985		32,985			(18)
Automotive Flooring			137,832		137,832			(19)
Bolton Field Upgrades			75,000	(11,156)	63,844			(20)
CWD Space Adjustments			16,000	6,000			22,000	(21)
Rhodes Hall Space Efficiencies			98,000		97,855		145	(22)
Bridgeview Signage					5,870		130	(23)
Issuance Costs	315,000	315,000	(55,830)	6,000	286,967			(24)
Interest Income			(297,395)	27,797				(25)
Total	17,160,000	17,160,000	304,817	(190,177)	17,638,159		22,853	(26)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	

\* These two projects were funded from both the General Fund and the Bond Proceeds.

\*\* As approved by the Board of Trustees on January 26, 2006, available balances in projects funded by the 2003 bond proceeds were reallocated to the Bookstore/Retail Complex.

\*\*\*As approved by the Board of Trustees on September 28, 2006, certain Columbus Campus Facility Projects may be funded by unspent balances from 2003 bond proceeds.

EXHIBIT D

COLUMBUS STATE COMMUNITY COLLEGE  
 OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES  
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2011  
 With Comparative Figures at June 30, 2010

Auxiliary	FY 11		FY 10		Projected FY 11 Year End Budget	Projected % of Budget
	Revised Budget as approved January 2011	% of Budget Expended to Date	Revised Budget as approved January 2010	% of Budget Expended to Date		
<b>Sales/Revenues</b>						
Bookstore	\$ 13,975,969	102.07%	\$ 12,743,992	112.37%	\$ 14,264,818	102.07%
Child Development Center	907,493	88.94%	965,895	94.80%	807,138	88.94%
Food Services	347,071	95.54%	364,390	93.38%	331,053	95.36%
Bridgeview	474,310	81.28%	502,301	88.39%	385,517	81.28%
<b>Total Revenues before Grant Activity</b>	<b>15,704,843</b>	<b>100.54%</b>	<b>14,576,578</b>	<b>109.91%</b>	<b>15,788,526</b>	<b>100.55%</b>
<b>Cost of Goods Sold</b>						
Bookstore	10,524,161	104.47%	9,750,995	111.85%	10,994,210	104.47%
Bridgeview	24,510	44.18%	24,213	103.15%	10,829	44.18%
<b>Gross Margin</b>	<b>5,156,172</b>	<b>92.78%</b>	<b>4,801,370</b>	<b>105.98%</b>	<b>4,783,487</b>	<b>92.77%</b>
<b>Operating Expenses</b>						
Bookstore	2,290,577	83.67%	2,288,223	89.95%	2,118,283	92.48%
Child Development Center	1,176,681	95.02%	1,237,493	86.78%	1,122,689	95.41%
Food Services	84,695	99.19%	77,363	94.36%	84,730	100.04%
Bridgeview	561,680	457.79%	541,404	88.36%	483,674	86.11%
Auxiliary Administration	625,248	80.55%	608,109	81.23%	583,938	93.39%
<b>Total Expenses before Grant Activity</b>	<b>4,738,881</b>	<b>86.09%</b>	<b>4,752,592</b>	<b>87.90%</b>	<b>4,383,314</b>	<b>92.71%</b>
<b>Auxiliary Net Operating Income/(Loss)</b>	<b>417,291</b>		<b>48,778</b>	<b>1532.01%</b>	<b>390,173</b>	
Grant Income	-	0.00%	-	-	9,365	0.00%
Grant Expense	-	0.00%	-	-	9,365	0.00%
<b>Net Grant Income/(Loss)</b>	<b>-</b>		<b>-</b>		<b>-</b>	
<b>Net Income/(Loss)</b>						
Bookstore	1,161,231	116.61%	704,774	192.30%	1,152,325	99.23%
CDC	(269,188)	115.49%	(271,598)	58.27%	(315,551)	117.22%
Food Services	262,376	94.37%	267,027	93.11%	246,323	93.88%
Bridgeview	(111,880)	-74.29%	(63,316)	-93.81%	(108,986)	97.41%
Auxiliary Administration	(625,248)	80.55%	(608,109)	81.23%	(583,938)	93.39%
<b>Net Auxiliary Income/(Loss)</b>	<b>417,291</b>	<b>168.74%</b>	<b>48,778</b>	<b>1867.45%</b>	<b>390,173</b>	<b>93.50%</b>
<b>Auxiliary Fund Balance at June 30, 2010</b>	<b>9,734,506</b>		<b>8,966,443</b>		<b>9,734,506</b>	
<b>Board Approved Improvements</b>	<b>(6,500)</b>		<b>(4,211)</b>		<b>(6,500)</b>	
<b>Auxiliary Fund Balance at June 30, 2011</b>	<b>\$ 10,432,130</b>		<b>\$ 9,873,139</b>		<b>\$ 9,873,139</b>	

NOTES: Grant income is separately identified for a holistic view of CDC's financial picture. It is accounted for as a project account and not part of the Auxiliary Fund.

COLUMBUS STATE COMMUNITY COLLEGE  
CASH FLOW FORECAST  
AS OF JUNE 30, 2011

EXHIBIT E

	Actual January 2011	Actual February 2011	Actual March 2011	Actual April 2011	Actual May 2011	Actual June 2011	
Beginning Cash	\$ 62,868,862	20,248,747	20,992,913	24,465,843	14,776,936	13,363,670	(1)
Cash Receipts	7,543,443	6,764,926	15,361,034	7,933,631	7,782,203	14,674,413	(2)
Cash Disbursements	(13,456,428)	(11,792,402)	(12,266,508)	(13,212,685)	(13,702,494)	(13,092,006)	(3)
Financial Aid	(16,707,130)	771,642	25,378,404	(14,409,853)	(492,975)	14,129,266	(4)
Outflow for investments	(20,000,000)	-	(35,000,000)	-	-	(20,000,000)	(5)
Inflow from investments	-	5,000,000	10,000,000	10,000,000	5,000,000	5,000,000	(6)
Ending Cash	\$ 20,248,747	20,992,913	24,465,843	14,776,936	13,363,670	14,075,343	(7)

  

	Forecasted July 2011	Forecasted August 2011	Forecasted September 2011	Forecasted October 2011	Forecasted November 2011	Forecasted December 2011	
Beginning Cash	\$ 14,075,343	14,100,343	14,625,343	15,625,343	14,155,343	14,685,343	(8)
Cash Receipts	5,000,000	5,000,000	11,000,000	5,000,000	5,000,000	11,000,000	(9)
Cash Disbursements	(15,000,000)	(15,500,000)	(14,500,000)	(14,500,000)	(14,500,000)	(14,500,000)	(10)
Financial Aid	(4,975,000)	1,025,000	34,500,000	(9,970,000)	30,000	34,500,000	(11)
Outflow for investments	-	-	(30,000,000)	-	-	(30,000,000)	(12)
Inflow from investments	15,000,000	10,000,000	-	18,000,000	10,000,000	-	(13)
Ending Cash	\$ 14,100,343	14,625,343	15,625,343	14,155,343	14,685,343	15,685,343	(14)

COLUMBUS STATE COMMUNITY COLLEGE  
 PRESIDENT'S DISCRETIONARY FUND  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2011

EXHIBIT F

Cash at Beginning of Period		\$ 4,811	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	-	15,745	(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
Columbus International Program	200		(9)
Oberer's Flowers	1,166		(10)
Reimbursement for flowers	281		(11)
Reimbursement for picture frames	67		(12)
			(13)
		1,715	(14)
		\$ 18,842	(15)
	[A]	[B]	(16)
		[C]	

NOTE:

The President's Discretionary fund is a separate fund from the operating and capital funds of the college. The source of funds is from other-than-public (governmental) monies or student fees, as specified by the Board of Trustees.

The purpose of the fund is to enhance the mission of the college. Expenditures are to promote or enhance the image of the college, the college educational programs, operations, entertainment, contributions, and other appropriate expenditures not provided for in the college operating budget.

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC.  
BALANCE SHEET AT JUNE 30, 2011  
With Comparative Figures at June 30, 2010

<u>Assets</u>	<u>June 30,</u> <u>2011</u>	<u>June 30,</u> <u>2010</u>	
Cash	\$ 202,030	\$ 468,498	(1)
Investments at market value (see note)	5,546,880	4,281,112	(2)
Pledges Receivable	49,122	152,653	(3)
Student Emergency Loans restricted - Net	<u>-</u>	<u>1,297</u>	(4)
			(5)
Total Assets	<u>\$ 5,798,032</u>	<u>\$ 4,903,560</u>	(6)
<u>Liabilities</u>			
Due to general fund	\$ 272	\$ 16,064	(7)
Pledge Payable	-	-	(8)
Trade Payables	<u>12,356</u>	<u>3,903</u>	(9)
Total Liabilities	<u>12,628</u>	<u>19,967</u>	(10)
<u>Fund balance</u>			
Permanently Restricted	3,559,881	3,423,265	(11)
Temporarily Restricted	1,796,103	1,732,855	(12)
Unrestricted	<u>429,420</u>	<u>(272,527)</u>	(13)
			(14)
Total fund balance	<u>5,785,404</u>	<u>4,883,593</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 5,798,032</u>	<u>\$ 4,903,560</u>	(17)
	[A]	[B]	(18)
			(19)

## Note: Investments

Investments are valued at market, which is generally determined by use of published market quotations. Realized gains and losses from sale or redemption of investments are based upon the cost of the specific investment sold or redeemed. Purchases and sales of investments are reflected on a trade-date basis. A summary of investments is as follows:

	<u>Cost</u>	<u>Market</u>	<u>Percent of</u> <u>Portfolio</u>
Cash	\$ 130,024	130,024	2.34%
Equities	2,458,949	2,921,705	52.67%
Fixed Income	532,644	614,781	11.08%
Mutual Funds	<u>1,777,551</u>	<u>1,880,370</u>	<u>33.90%</u>
Total Investments	<u>\$ 4,899,168</u>	<u>\$ 5,546,880</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2011  
 With Comparative Figures at June 30, 2010

	June 30, 2011			Total All Funds	June 30, 2010 Total All Funds	
	Unrestricted	Temporarily Restricted	Permanently Restricted			
Revenue						
Contributions	\$ 131,930	\$ 222,712	\$ 107,616	\$ 462,258	\$ 445,078	(1)
Contributions for Columbus State	-	152,940	-	152,940	199,076	(2)
Administration Fee Income	47,214	-	-	47,214	43,579	(3)
Interest Income	146	-	-	146	-	(4)
Investment Income						
Realized	226,477	58,709	-	285,186	272,513	(5)
Unrealized	474,575	125,075	-	599,650	173,795	(6)
Investment income-subtotal	701,052	183,784	-	884,836	446,308	(7)
Total revenues	880,342	559,436	107,616	1,547,394	1,134,041	(8)
Expenditures						
Scholarships	-	267,534	-	267,534	222,669	(10)
Contributions to Columbus State	-	152,940	-	152,940	199,076	(11)
Administrative Fee Expense		47,214		47,214	43,579	(12)
Management and general	177,895	-	-	177,895	146,209	(13)
Total expenditures	177,895	467,688	-	645,583	611,533	(14)
Excess (deficit) of revenues over expenditures	702,447	91,748	107,616	901,811	522,508	(15)
Transfers	(500)	(28,500)	29,000	-	-	(16)
Fund balance at beginning of period	(272,527)	1,732,855	3,423,265	4,883,593	4,361,085	(17)
Fund balance at end of period	\$ 429,420	\$ 1,796,103	\$ 3,559,881	\$ 5,785,404	\$ 4,883,593	(18)
	[A]	[B]	[C]	[D]	[F]	(19)

**COLUMBUS STATE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2011**

1) **Investments**

<u>Investment Fund</u>	<u>Cost</u>	<u>Market Value</u>	<u>Yield to Maturity*</u>	<u>Average Maturity (days)</u>
STAR Ohio/Operating	\$ 50,641,374	\$ 50,641,374	0.04%	1
STAR Ohio/Plant	3,084,568	3,084,568	0.04%	1
STAR Ohio/Auxiliary	784,878	784,878	0.04%	1
CSCC Operating Fund 1	49,415,803	49,441,457	0.18%	115.2
CSCC Operating Fund 2	34,187,764	34,288,606	1.13%	696
Auxiliary Services	5,744,472	5,764,688	1.49%	910
Plant Fund	4,771,667	4,781,805	1.28%	954
	<u>\$ 148,630,525</u>	<u>\$ 148,787,375</u>		

\* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	36.64%
	Agencies	62.94%
	Cash & Equivalents	0.42%
		<u>100.00%</u>

2) **Inventories**

Bookstore inventories at year-end are stated at actual cost. At or near year-end a complete physical inventory is taken and adjustments, if any, are recorded.

3) **Plant Funds**

Physical plant and equipment are stated at cost at date of acquisition or fair value at date of donation in case of gifts. Depreciation of physical plant and equipment is recorded.

4) **Long-term debt**

Long-term debt consists of bonds payable in annual installments varying from \$545,000 to \$1,120,000 with interest at rates varying from 2.00% to 4.50%, the final installment being due in 2023, collateralized by a gross pledge basis, of the general receipts of the college, which include the full of every type and character of receipts, excepting only those specifically excluded which are primarily those that are appropriated from the State of Ohio.

Debt service for this long-term debt is paid from an annual allocation in the College's Operating fund, the Auxiliary Services fund, and from the State's Capital Component Program.

5) **Interfund Accounts**

All interfund borrowings have been made from current funds and amounts are due currently without interest.



# Columbus State Community College



## Board Action

Date \_\_\_\_\_

### SUBJECT:

Personnel Information Issues

### BACKGROUND INFORMATION:

In accordance with a Board of Trustees resolution approved and adopted at their regular meeting held on October 18, 1978, the President has the authority to make staff appointments to positions which have already been approved by the Board and included in the current budget and to accept faculty and staff resignations.

The attached Personnel Information Actions took place during the months of May, June and July, 2011.

FOR INFORMATION ONLY

**COLUMBUS STATE COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**INFORMATION ONLY**

In accordance with a Board Resolution approved and adopted at a regular meeting held on October 18, 1978, which enables the President to make employee appointments to positions which have already been approved by the Board and included in the current budget, the following persons have been **appointed**.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>SALARY</u>
Lakesha Butler-Williams (Repl. D. Flowers)	Office Associate	Admissions	05/16/11	\$28,652
Kelly Byrnes (New – Temp to Permanent)	Advisor (Delaware)	Enrollment Services	07/01/11	\$44,034
Lisa Carpenter (Repl. J. Lewis-Green)	Project Administrator	I.T. Support Services	07/01/11	\$67,500
Matthew Clegg (Repl. M. Shinn)	Technician	Public Safety	07/01/11	\$26,652
Aaron Coey (Repl. J. Creitz)	Police Officer	Public Safety	05/16/11	\$30,696
Fred Douglas (Repl. J. Trimmer)	Specialist	Public Safety	07/01/11	\$28,652
John Eldridge (New B/A)	Instructor (Delaware)	Business Programs	06/22/11	\$41,065
Michael (Thane) Estes (Repl. D. McDaniel)	Groundskeeper I	Physical Plant	06/01/11	\$25,781
Shawntera Hollinshead (New B/A)	Technician	Public Safety	07/01/11	\$28,652
Barbara Jackson (Promotion – New B/A)	Administrative Assistant	Student Affairs	07/01/11	\$54,000
Kelly Jackson (Repl. T. Sowards)	Specialist	Records & Registration	07/01/11	\$33,129
Scott Laslo (New B/A)	Instructor	Automotive & Applied Technologies	06/27/11	\$41,065
Augustine Munobe (Repl. B. Allen)	Advisor	Student Assistance Center	06/01/11	\$44,034
Asa Myers (New B/A)	Technician	Public Safety	05/16/11	\$28,652
Catherine Ritterbusch (Repl. L. Briggs – headcount transferred from Prison Programs)	Instructor	Justice & Safety	06/22/11	\$44,224

Wendy Sabino (Repl. G. Murphy)	Coordinator	Human Services	06/16/11	\$48,375
Tracy Sowards (Promotion – Repl. C. Sealey)	Program Coordinator	Records & Registration	05/02/11	\$48,375
Rhonda Ward (Repl. J. Wyant)	Administrator	Business & Administrative	07/01/11	\$90,000
Sherea Washington (Transfer – New B/A Temp to Permanent)	Advisor (Delaware)	Enrollment Services	07/01/11	\$44,034
Kevin Williams (New B/A)	Police Officer	Public Safety	07/01/11	\$30,696

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

INFORMATION ONLY

In accordance with a Board Resolution approved and adopted at a regular meeting held on October 18, 1978, which enables the President to make employee appointments to positions which have already been approved by the Board and included in the current budget, the following resignations/terminations have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Christina Beavers (Resignation)	Office Associate	Child Development Center	05/13/11
Mary Berman (Deceased)	Office Associate	Business Programs	06/17/11
John DiCecco (Resignation)	Instructor	Integrated Media & Technology	06/11/11
Marlon Dixon (Resignation)	Material Handler I	Bookstore	06/10/11
Katheryn Fernandez (Not awarded tenure)	Instructor	Psychology	06/11/11
Mark Hershberger (Retirement)	Maintenance Repairperson I	Physical Plant	06/01/11
Dawn Hughes (Resignation)	Associate Teacher	Child Development Center	05/31/11
W. Daniel McDonald (Not awarded tenure)	Instructor	Human Services	06/11/11
Richard McKay (Retirement)	Material Handler II	Bookstore	07/01/11
Craig Sealey (Discharged)	Program Coordinator	Records & Registration	04/28/11
Stephen Trundy (Resignation)	Program Coordinator	Public Safety	05/25/11
Joelle Weaver (Resignation)	Instructor	Multicompetency Health	06/11/11